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**REQUEST FOR PROPOSALS**

**NORTH PARK BRANCH LIBRARY**  
**(AND OPTIONAL MIXED-USE DEVELOPMENT)**

**December 22, 2003**

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Issued by:

CITY OF SAN DIEGO  
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
600 B Street, Suite 400  
San Diego, CA 92101

and

ANNA TATÁR, LIBRARY DIRECTOR  
CITY OF SAN DIEGO, CALIFORNIA

Contact: Tom Romstad (619) 533-5284  
Email: [tromstad@san Diego.gov](mailto:tromstad@san Diego.gov)

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**Submittal Due in the Offices of the City of San Diego**  
**Community and Economic Development Department**  
**No Later Than 4:00 p.m. on March 12, 2004**

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REQUEST FOR PROPOSALS  
NORTH PARK BRANCH LIBRARY

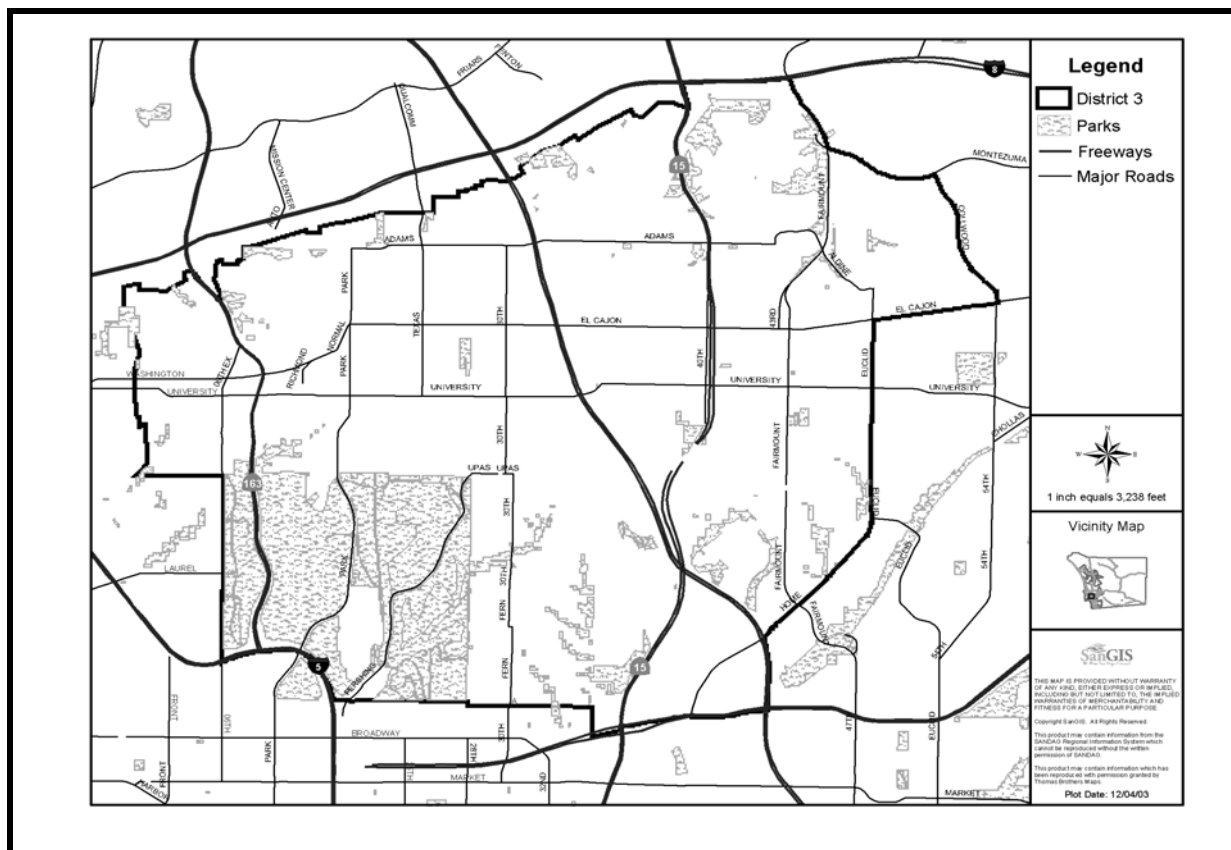
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## I. PROJECT & SUBMISSION SUMMARY

The City of San Diego Community and Economic Development Department (C&ED), in cooperation with the City of San Diego Library Department, seeks proposals for the development of a branch library in the community of North Park. The new North Park branch library will function as a “flagship” branch providing service to all constituents of City Council District 3. In addition to providing substantial improvements in library services, this project is intended contribute to the ongoing revitalization of the North Park community, exemplifying the place of public facilities in creating vibrant urban “villages”. Toward this end, the incorporation of compatible residential and commercial uses in a broader development program is encouraged.

**Figure 1**  
**City Council District Three Area Map**



The site of the existing North Park Library has been determined to be too restricted to accommodate the new library. Consequently, the District Three Flagship Library Task Force was formed and a series of community forums conducted to identify criteria to be satisfied in a replacement site. This process has resulted in the identification of two community-preferred sites (Figure 2). ***No property is offered with this solicitation.*** Respondents are encouraged to consider the community-preferred sites, as well as others that meet the criteria established through the public input process included in the Developer’s Package (DP). Design and functional objectives for the library and associated development are identified in the Library Design and Operation Objectives also included in the DP.

**Figure 2**  
**Community-Recommended Library Sites**



### Project Information

Location: Two preferred sites have been identified through community input. The northernmost of these sites has become the subject of an Exclusive Negotiating Agreement (ENA) between the Agency and a private developer. The proposed project would not include a library. While the ENA is in effect, the Agency will not discuss alternative proposals for this site. The City of San Diego will consider other sites within or near the boundaries of the North Park Redevelopment Project Area (Figure 3). Assistance with site acquisition may be available.

Library Size: Approximately 25,000 square feet, preferably on one level. A minimum of 125 parking spaces for the use of library staff and visitors.

Project Funding: It is anticipated that the project will be financed through a combination of Library development funds, private sources, and developer equity.

Mixed-Use Option: The City of San Diego encourages proposals that incorporate compatible non-library uses. The incorporation of residential dwelling units shall comply with applicable affordable housing requirements. Financial assistance for expanded affordable housing assistance may be available.

Ownership: The City of San Diego seeks to own the library in fee. The City will also consider comparable air rights.

## II. DEVELOPMENT PROGRAM

### Project Goals:

The City of San Diego Library and the Community and Economic Development Department seek to site and design a flagship branch library that projects a strong physical presence while maintaining the small-town feel of the North Park commercial core. All proposals are expected to meet the threshold requirements listed below. Proposals that best address “Preference Guidelines” will be more favorably considered when selecting the development team. Initial proposals should be based on the provision of a shell within which the library will be located. The selected developer will work with the Library Department to design and complete tenant improvements as the library’s programming and design themes are refined through ongoing public input.

### Threshold Criteria:

- Structure in scale with surrounding development
- Focus on pedestrian and bicycle accessibility
- Avoidance of blank walls through use of offsets, finishes and fenestration
- Maximize visual access with large ground floor windows
- Strong relationship to public transportation
- Efficient internal configuration

### Preference Guidelines:

- Utilize architecture respecting, but not mimicking, the community’s rich architectural heritage (Craftsman, Mission Revival, Deco, etc)
- Incorporation of compatible mixed-use development
- Proximity to schools, parks and other places of public assembly
- Preservation of historically interesting structures through adaptive reuse
- Creative parking solutions
- Minimal displacement of residents and merchants

### Criteria for Alternative Locations:

The Library Department worked with the District Three Flagship Library Task Force - a citizen’s group representing a variety of community organizations – to identify the two preferred library locations. Other sites that may be proposed should meet the following criteria established by the Library Task Force.

- Accessibility
  - Public transportation available
  - Good traffic patterns for passenger drop-off and ease of entry into the library’s parking lot
  - ADA & Title 24 compliant
  - Good pedestrian access
  - Good bicycle access

- Affordability
  - Developer is already proposing a project on the site which may lower costs for the library
  - Minimal relocation of businesses and/or homeowners
  - Site has low probability of environmental contamination
  - Infrastructure (water, power, etc.) available on site
  - Possibility of mixed use development
  - Implementation of energy-saving “Green Building” strategies
- Architectural Impacts
  - Adds aesthetic value to the neighborhood
  - Site must have enough room for required setbacks to accommodate landscape and hardscape as required by the City
  - Large enough for a one story building (desired but not required)
  - Site provides future expansion possibilities
  - Location may allow the preservation of a historic building
- Adjacent or close to:
  - Schools
  - Parks
  - Community amenities that will draw people to the library and enhance their visit such as coffee houses, bookstores, and other compatible activities are pluses
- Site Control
  - Preference for developer control of site, or portions thereof, at the time of Request for Proposals (RFP) submittal. However, the Community and Economic Development Department will consider proposals requiring property acquisition.

#### Zoning/Permits/Reviews:

The selected development team will be responsible for securing any and all permits and approvals that may be required for the project. It is expected that each development team will perform their own due diligence.

The C&ED Department and Library Department will review and approve designs at each phase of the project, including site design, exterior design and materials, interior floor plans and interior materials selection to ensure that the project responds to design considerations and other objectives stated in this RFP. The project will also be subject to construction review and approval, including, but not limited to construction plans, specifications, construction budget, construction draws, and change orders.

#### Provisional Development Schedule:

Complete Predevelopment, Planning and Public Outreach	Summer/Fall, 2004
Complete Design Documents & Permitting	Summer, 2005
Complete Acquisition & Tenant Relocation (if applicable)	Fall, 2005
Complete Site Preparation	Summer, 2006
Begin Construction	Fall, 2006
Occupancy of Library	Winter, 2008

### III. POLICY AND PLANNING CONTEXT

#### 1. *Existing Area Plans and Strategies*

The new North Park branch library is to be located in the core of the Greater North Park Community Planning area (<http://www.sandiego.gov/planning/profiles/index.shtml>). The emphasis placed by the City on visual accessibility and access to public transit favor sites along one of the major commercial corridors, including El Cajon Boulevard, University Avenue and 30<sup>th</sup> Street. The two community-preferred sites are zoned CN-1, a “commercial node” zone of the Mid-City Communities Planned District and typical of the transit corridors ([www.clerkdoc.sannet.gov/legtrain/mc/MuniCodeChapter10/Ch10Art03Division15](http://www.clerkdoc.sannet.gov/legtrain/mc/MuniCodeChapter10/Ch10Art03Division15)). This zone is intended to provide for pedestrian-oriented commercial and mixed-use districts in higher activity areas. The standards of the zone are designed to create street frontage conditions conducive to a diverse and pleasurable walking experience. Parking and vehicle access should be located so as to minimize disruption of pedestrian continuity. Residential use above street level commercial use is encouraged to intensify development on major transportation corridors where transit and other services are generally available. Development within the CN-1 Zone is generally not subject to setbacks or height restrictions. A floor area ratio of 1.0 applies to commercial areas and can be increased to 1.25 by the incorporation of residential component. There is no floor area ratio limit applicable to the residential component itself. *It is anticipated that a discretionary development approval will be required prior to processing of construction permits.*

In addition to the *Greater North Park Community Plan*, development along the University Avenue corridor is guided by the *North Park Main Street Design Guidelines* (2001, [www.northparkmainstreet.com/design/Design%20Guidelines.pdf](http://www.northparkmainstreet.com/design/Design%20Guidelines.pdf)) and the *Development Criteria for North Park Main Street* (1997, [www.northparkmainstreet.com/design/criteria.htm](http://www.northparkmainstreet.com/design/criteria.htm)). Development along El Cajon Boulevard is subject to the El Cajon Boulevard Design Guidelines ([www.theboulevard.org](http://www.theboulevard.org)).

Finally, the City has established objectives for the incorporation of public art in its projects. The scope of public art program is to be determined in coordination with the City of San Diego Commission for the Arts and Culture after an artist(s) is selected. The selected developer is expected to: 1) collaborate with the City of San Diego Commission for Arts and Culture in artist selection and the development of the scope of work; 2) collaborate with the Commission in developing contracts for design services, fabrication services, installation services, etc; 3) collaborate with the artist(s) in presenting the public art design for approval by the public art Focus Group Committee, the Design Review Committee, the Public Art Committee, the Commission for Arts and Culture, and any other necessary reviewing bodies.

#### 2. *Current Activity*

The City of San Diego and San Diego Redevelopment Agency have partnered with active resident and business groups to revitalize North Park. Numerous public facility enhancements

have been completed and more are programmed. Businesses along both El Cajon Boulevard and University Avenue are represented by active business improvement organizations with strong ties to the broader community, as advocated by the National Trust for Historic Preservation's Main Street Program.

Major C&ED efforts underway in the North Park Redevelopment Project Area include the renovation of the historic North Park Theatre scheduled to be complete in January of 2005. The reopened theatre will be home to Lyric Opera San Diego, which will manage the facility and present numerous performing arts productions in addition to their own. Across 29<sup>th</sup> Street to the east, the Community and Economic Development Department plans to develop a public parking facility for 400 vehicles. This project will include 11,000-15,000 square feet of ground-level commercial space and has been designed with extensive community involvement. The Community and Economic Development Department is also assisting in the development of 110 units of affordable housing at the northwest corner of 30<sup>th</sup> Street and El Cajon Boulevard. This development will include 96 units of apartments affordable to low-income seniors, approximately 6,000 square feet of community space, approximately 7,000 square feet of commercial space, and 14 townhomes for sale to households earning no more than 100% of area median income. Finally, the Community and Economic Development Department is preparing to negotiate a Disposition and Development Agreement for the construction of 224 dwelling units at the southeast corner of Lincoln Avenue and 30<sup>th</sup> Street. This project will also contain an affordable housing component and approximately 18,000 square feet of commercial space.

#### IV. ROLE OF THE COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

In conjunction with the Library Department and representatives of other City departments and community interests, the Community and Economic Development Department will evaluate proposals and may select one proposer with which to negotiate the content of an agreement implementing the library project.

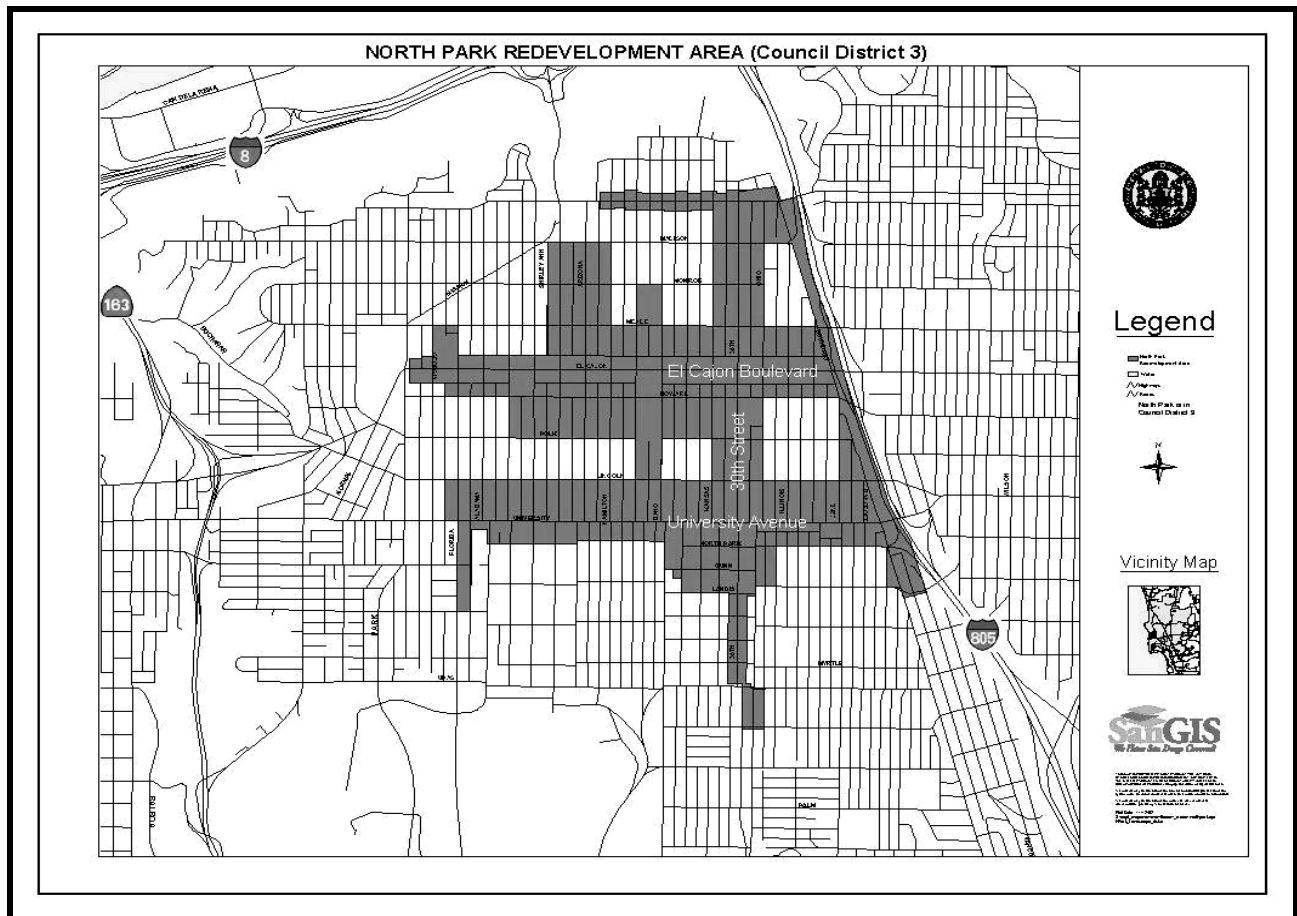
The Community and Economic Development Department also provides staff support to the San Diego Redevelopment Agency. The Redevelopment Agency was created by the City Council in 1958 to alleviate conditions of blight in older, urban areas. The Redevelopment Agency is able to use special legal and financial mechanisms to eliminate blight and improve economic and physical conditions in designated areas of the City. This authority is conferred on the Agency through the state of California's Health and Safety Code (Section 33000-et.seq.), also known as the California Community Redevelopment Law. Although the Redevelopment Agency is a separate, legal entity, the City Council serves as its legislative body. The Mayor chairs the Agency, the City Manager is the executive director, and the City Attorney serves as general counsel.

The North Park Redevelopment Project Area was established in March of 1997 to assist in the revitalization of North Park's commercial corridors, provide affordable housing opportunities, and eliminate blighting conditions. Depending on the nature of the development proposed, tools of redevelopment may be available to assist in implementation of the project. For example, the Redevelopment Agency may assist the Library with site assembly. Proposals incorporating a



substantial affordable housing component may also qualify for financial assistance administered by the Community and Economic Development Department.

**Figure 3**  
**North Park Redevelopment Project Area**



## V. ROLE OF THE CITY OF SAN DIEGO LIBRARY DEPARTMENT

The Library Department has prepared a building program for the proposed library containing:

- Building adjacencies
- Square footage requirements for each area of the library
- Detailed finish requirements for each area of the library
- Electrical and telecommunications requirements
- Building systems guidelines
- Furniture package describing the quantity, type and quality of required furniture

The building program lists all of the space and technical requirements required for the new North Park Branch.

The Library Department will participate in the evaluation of proposals and negotiations with the selected developer.

The Library Department will be responsible for tenant improvements within the shell provided by the developer.

## **VI. SELECTION PROCESS & SCHEDULE**

Interested developers will evaluate sites and propose a development program, design concept, financing strategy, and development schedule that meet their investment objectives and achieve the goals set forth in this RFP. The selected developer may then enter into a Memorandum of Understanding formalizing the responsibilities of the City and the proposer during preparation of more specific project documents and any binding agreement to be executed.

### ***1. Process***

During the first phase of the selection process, an RFP Selection Committee will be appointed by the Community and Economic Development Department and Library Department to review and evaluate proposals based on specific selection criteria stated in Section VII of the RFP. The Selection Committee will include representatives of relevant City offices, members of the District Three Flagship Library Task Force, and representatives of other community organizations. Following the initial review, the Committee may do the following: recommend a “short list” of proposals that are most responsive to the selection criteria; recommend a single proposal; or recommend rejection of all proposals. If a short list is created, the RFP Selection Committee may conduct interviews. The Community and Economic Development Department staff will verify the developer’s financial and development credentials and will prepare a summary for the RFP Selection Committee’s review.

The RFP Selection Committee will recommend a final development proposal to the directors of the Library and Community and Economic Development Departments. The directors will review the Committee’s recommendation, may discuss the recommendations with the Committee and community stakeholders, and may seek other information at their discretion.

Upon approval and acceptance by the department directors, the project will enter the predevelopment phase. C&ED staff will work closely with the selected team during this phase to refine the selected design concept in conjunction with public outreach and input; it may also include feasibility studies, such as market and transportation analyses. During the predevelopment phase, C&ED staff will negotiate a non-binding Memorandum of Understanding (“MOU”) describing financial, programmatic and other general terms of the project and which will form the basis for negotiation and execution of a binding development agreement. This agreement will govern the final disposition of property acquired by the City, along with conditions of its redevelopment and provisions allowing the City to review and approve the development program and project design. The agreement will address such topics as: project definition, financing program, design, schedule, and security to guarantee performance. As applicable, it may also address terms and conditions agreed to by the developer and City as a

result of negotiations, and any public funding assistance. The City Council must approve the MOU and development agreement in public meetings.

If negotiations do not progress in a satisfactory, timely manner toward the required agreements, the director of the Community and Economic Development Department, following consultation with the Selection Committee, may direct staff to initiate new negotiations with the next highest rated proposer.

## **2.     *Selection Schedule***

<b>C&amp;ED Issues Request for Proposals (RFP)</b>	December 22, 2003
<b>RFP Pre-Proposal Conference</b>	January 16, 2004
<b>Proposals Due at C&amp;ED offices</b>	March 12, 2004
<b>Evaluations Completed by Selection Committee</b>	Week of March 29, 2004
<b>Interviews (if applicable)</b>	Week of April 19, 2004
<b>Selection Committee Recommendation Forwarded to Library and C&amp;ED Directors</b>	Week of April 26, 2004
<b>Director's Recommendation Forwarded to City Council</b>	May – June, 2004
<b>Execution of Memorandum of Understanding</b>	June –July, 2004
<b>Negotiation of Development Agreement</b>	Late Summer, 2004
<b>Development Agreement Considered by City Council</b>	Fall, 2004

## **VII. SELECTION CRITERIA & SUBMITTAL REQUIREMENTS**

The RFP Selection Committee will endorse the proposal that it determines is most responsive to the selection criteria stated in this section. Proposals are required to include specific information about developer credentials and financial capacity for the project, and how the proposal responds to the objectives set forth in this RFP. All proposals should comply with current zoning, design, and development requirements that apply to the property; however, the C&ED is willing to work with the developer if a favorable proposal would require amendment of land use restrictions.

The following table provides details on criteria the RFP Selection Committee will use to rank the proposals and formulate their final recommendations. A description of submittal requirements is included with each criteria description. The table also lists the relative weight that will be assigned to each criterion on a scale totaling 100 percent.

# ***1. Selection Criteria & Submittal Requirements Matrix***

	<b>WEIGHT</b>
<p><b>1. Program &amp; Design Concept:</b></p> <p><i>Proposals will be evaluated for creative, realistic responses to the site's opportunities and constraints. Proposals will be evaluated for their approach and for the extent to which they provide an appealing, quality vision for the library and any associated development.</i></p> <p><b><u>Submittals for Criteria #1:</u></b></p> <p><b>Program and Design Narrative.</b> Describe the project design approach, including the urban design and development program. Describe how the project will set a high standard for new North Park area development, in terms of such aspects as building form, design, quality of materials, and compatibility with the surrounding context. How will compatibility of uses be achieved? How will the development address security issues?</p> <p><b>Conceptual Design Drawings.</b> Provide annotated 11"x 17" or 8.5"x 11" conceptual design drawings, including an elevation and an overall site plan. Submittals shall include no more than 5 drawings, not to exceed 11" x 17". The drawings or accompanying narrative should include a preliminary list of building materials.</p> <p><b>Estimated Timeline.</b> Identify expectations for the timeline of key activities, for example, predevelopment, outreach, negotiations, financing, development, construction, and occupancy of the project.</p> <p><b>Project Management.</b> Provide a preliminary plan for the ongoing management of the property.</p>	<b>20%</b>

2.	<p><b>Response to Library/C&amp;ED/Community Goals &amp; Objectives:</b></p> <p><i>Proposals will be evaluated for their compatibility with the guiding principles and their responsiveness to the Project Objectives described in Section II of this RFP.</i></p> <p><b><u>Submittals for Criteria #2:</u></b></p> <p><b>Project Objectives.</b> Describe the specific ways in which the proposal responds to the project objectives stated in this RFP, which are derived from the Greater North Park Community Plan, North Park Redevelopment Plan, North Park Main Street Design Guidelines and El Cajon Boulevard Design Guidelines.</p> <p><b>Community Benefits Narrative.</b> Describe how the proposal will provide benefit to the local community and economy, including but not limited to: additional housing opportunities; the anticipated jobs that could be generated by the project in the short and long term; goal for MBE/WBE/DBE/DVBE contracting during construction and intended outreach and experience in this area.</p>	20%
3.	<p><b>Qualifications of the Development Team:</b></p> <p><i>Proposals will be evaluated on the demonstrated ability of the development team to meet the objectives and successfully carry out a construction and redevelopment project of this nature.</i></p> <p><b><u>Submittals for Criteria #3:</u></b></p> <p><b>Development Team.</b> Identify all team members and describe their project responsibility, including the developer(s), the legal entity with which the Community and Economic Development Department would contract, and the owner(s). In addition, identify other key team members, including contractor, architect, urban design professional, other consultants, lender, and other anticipated sources of equity.</p> <p><b>Team Experience.</b> Describe each team member's experience, qualifications, and/or knowledge of infill and mixed-use development, particularly in San Diego. Describe experiences that involved public-private partnerships. Describe experience of the team members, as applicable, for all phases of a development project, including financing, design, permits, construction, and operation/management.</p> <p><b>Architect's Work.</b> List and briefly describe examples of similar development projects on which the architect has played a lead design role. <i>(Note: a Portfolio may be required if interviews occur.)</i></p> <p><b>Resumes.</b> Provide resumes of key individuals.</p> <p><b>References.</b> Provide professional references from public and private sectors.</p>	20%

4.	<p><b>Financial Proposal &amp; Financial Capacity:</b></p> <p><i>Proposals will be evaluated for their financial viability, realistic assumptions for revenue and costs, purchase price offer, and ability to secure construction and permanent financing for the project. The development team should demonstrate reasonable and appropriate financial qualifications and capacity to undertake the proposed project with the least amount of public subsidy. Proposals must identify proposed sources and uses of funds.</i></p> <p><b><u>Submittals for Criteria #4:</u></b></p> <p><b>Financial Assumptions.</b> Provide a financial model of the targeted revenues and expenses, based on the development concept. Describe any assumptions, financial sources, preliminary market research, etc.</p> <p><b>Financial Capacity.</b> Provide financial statements and a completed “Proposer/Sponsor Statement of Financial Capability” form, which is included in the Developer Package. Please complete one form for every partner (business entity or individual) providing more than 20% equity to the proposed development.</p> <p><b>Public Assistance Narrative.</b> Indicate any intention to request public assistance.</p>	20%
5.	<p><b>Site Control</b></p> <p><i>Proposals will be evaluated for degree of site control.</i></p> <p><b><u>Submittals for Criteria #5:</u></b></p> <p><b>Evidence of Site Control.</b> Provide ownership information for each property within the proposed project boundaries. Provide any relevant purchase contracts or leases entered into by the proposer. Provide any other documentation of ownership support for the proposed project.</p>	20%

## 2. *Registration of Interest/Pre-proposal Conference*

Attachment A, a Registration of Interest Form, must be completed and returned to C&ED prior to submittal of a proposal in response to the RFP. Complete and accurate registration will enable C&ED to inform registrants of any addendums to this RFP, or to provide any additional information of interest prior to the deadline for submission of proposals.

A Pre-Proposal Conference will be held on January 16, 2004. This meeting will provide an opportunity for C&ED and Library staff to discuss all aspects of the RFP process and to respond to questions. All registrants will receive a notice of the Pre-Proposal Conference. While staff is

available to meet with prospective respondents during the period for preparation of proposals, all prospective respondents and/or their representatives are encouraged to attend the Pre-Proposal Conference.

### **3. *Proposal Submission***

The proposal shall be organized and bound in the same order the information is requested. ***Overly elaborate or lengthy proposals are neither encouraged nor desired.*** Proposal text and graphics should be limited to ten (10) pages maximum, duplex (2-sided) printed on recycled paper, not including drawings, required forms, team qualifications resumes, references, and examples of other development. The application should include no more than 5 conceptual design drawings, no larger than 11" by 17". No other attachments, enclosures, or exhibits are permitted. Cover materials must be paper and recyclable.

Interested developers should submit **fourteen (14) copies, and one (1) unbound original (suitable for reproduction)** of their proposals. **Proposals must be received in the offices of the Community and Economic Development Department no later than 4:00 p.m. on March 12, 2004. Late proposals will not be accepted.**

Proposals should be addressed to:

Tom Romstad, North Park Project Manager  
City of San Diego Community and Economic Development Department  
600 B Street, Suite 400  
San Diego, California, 92101-4506

Proposals should be mailed or delivered. Faxed or e-mailed proposals will not be accepted.

### **4. *Developer's Package***

Interested and qualified developers are encouraged to explore this potential development opportunity by acquiring a Developer's Package, which includes the following documents:

- Request for Proposals North Park Branch Library (and optional mixed-use development)
- Greater North Park Community Plan
- Public Input Process
- Proposer Statement of Financial Capability
- Sources of Funding
- Uses of Funding
- US Green Building Council Leadership in Energy & Environmental Design (LEED) Rating System Overview
- Site Selection Criteria
- Library Design and Operation Objectives
- Library Building Program for the Skyline Branch

The Developer's Package, including a diskette with "Site Development Summary", "Developer's Statement of Qualifications and Financial Responsibility", and "Development Summary and Financing Data" formats, must be purchased by all parties submitting an RFP for \$75.00 from the C&ED's office at 600 B Street, Suite 400, San Diego, California 92101-4506, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., or may be mailed to interested parties upon receipt of a check made payable to the **City of San Diego Redevelopment Agency**.

## VIII. OTHER INFORMATION

1. All facts and opinions stated within this RFP and all supporting documents and data are based upon information available from a variety of sources. No representation or warranty is made with respect thereto.
2. The C&ED Department reserves the right to modify the selection process or other aspects of this development solicitation at its sole discretion. C&ED staff will take reasonable steps to insure that any modification or clarification to the RFP shall be distributed in writing to all persons who have requested a copy of the RFP from the C&ED Department.
3. The C&ED Department reserves the right to accept or reject all proposals in response to this RFP without cause.
4. Respondents are responsible for all costs incurred in the preparation of submittals.
5. The C&ED Department reserves the right to request additional information following its review of the initial submission. In addition, the C&ED Department may retain consultants to assist in the review of non-confidential aspects of the proposals. Staff will provide a summary of such information to the Selection Committee.
6. In the interest of a fair and equitable selection process, the C&ED Department reserves the right to determine the timing, arrangement, and method of any presentation throughout the developer selection. **Developer teams are cautioned not to undertake any activities or actions to promote or advertise their proposals except during City-authorized presentations.** Developers are encouraged to contact relevant C&ED staff and community members to learn more about ideas and visions for the area. However, **developers and their representatives are not permitted to make any direct or indirect (through others) contact with members of the City Council or Selection Committee members concerning their proposals, except in the course of City-sponsored presentations.** A violation of these rules is grounds for disqualification of the development team.
7. It is the policy of the City of San Diego to encourage equal opportunity in its professional services contracts. Toward this end, proposals from small businesses, disabled-owned businesses, women-owned businesses, firms owned by African Americans, Native Americans, Asian Americans, Filipinos and Latinos, and local firms are strongly encouraged. Prime Consultants are encouraged to subconsult or joint venture with these firms. The City endeavors to do business with firms sharing the City's commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition, or place of birth.





## REGISTRATION OF INTEREST FORM

Prospective respondents to this Request for Proposals are requested to complete the following information and return the form to C&ED Department. Registrants will be informed of any addendums to this RFP or provided with any additional information of interest prior to the deadline for submission of proposals.

**Subject:** **NORTH PARK BRANCH LIBRARY  
(AND OPTIONAL MIXED-USE DEVELOPMENT)**

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

☐ I/my firm plan(s) to attend the Pre-Proposal Conference scheduled for January 16, 2004 at 11:00 a.m.

**Return this Form to:**

Tom Romstad, North Park Project Manager  
City of San Diego Community and Economic Development Department  
600 B Street, Suite 400  
San Diego, California, 92101-4506  
Phone: 619.533.5284 Fax 619.533.5250  
email: tromstad@sandiego.gov